## **GUTHRIE COUNTY HOSPITAL**

# INDEPENDENT AUDITOR'S REPORT FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEARS ENDED JUNE 30, 2012 AND 2011

## GUTHRIE COUNTY HOSPITAL

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## GUTHRIE COUNTY HOSPITAL Officials June 30, 2012

Board of Trustees:	Address	Term Expires
Roberta Simmons, Chairperson	Panora, Iowa	2012
Rodney Carr, Vice-Chairperson	Guthrie Center, Iowa	2014
Peg Shroyer, Secretary	Panora, Iowa	2014
Jim Robson, Treasurer	Guthrie Center, Iowa	2012
Chris Schafer	Adair, Iowa	2016
Mary Sheeder	Guthrie Center, Iowa	2016
Gene Newell	Guthrie Center, Iowa	2016
Administrator: Gerald Neal	Guthrie Center, Iowa	
Chief Financial Officer:		
Melinda Alt	Audubon, Iowa	

## Gronewold, Bell, Kyhnn & Co. P.C.

CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS AND FINANCIAL CONSULTANTS

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#### INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees Guthrie County Hospital Guthrie Center, Iowa

We have audited the accompanying balance sheets of Guthrie County Hospital as of June 30, 2012 and 2011, and the related statements of revenues, expenses and changes in net assets, and cash flows for the years then ended. These financial statements are the responsibility of the Hospital's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

The financial statements referred to previously do not include financial data for Guthrie County Healthcare Foundation, the Hospital's legally separate component unit, which accounting principles generally accepted in the United States of America require to be reported with the financial data of the Hospital. As a result, these financial statements do not purport to, and do not, present fairly the financial position of the reporting entity that includes the Hospital and its component unit as of June 30, 2012 and 2011, and the results of its operations, changes in net assets, and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. In accordance with accounting principles generally accepted in the United States of America, the Hospital has issued separate reporting entity financial statements, for which we have issued our report dated September 24, 2012.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Guthrie County Hospital as of June 30, 2012 and 2011, and the results of its operations, changes in net assets, and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated September 24, 2012 on our consideration of Guthrie County Hospital's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> and important for assessing the results of our audit.

#### To the Board of Trustees Guthrie County Hospital

Accounting principles generally accepted in the United States of America require Management's Discussion and Analysis and the Budgetary Comparison Information on pages 4 through 4g and on page 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board which considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the required supplementary information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise Guthrie County Hospital's basic financial statements. We previously audited, in accordance with the standards referred to in the second paragraph of this report, the financial statements for the three years ended June 30, 2010 (which are not presented herein) and expressed qualified opinions on those financial statements. The supplementary information on pages 1 and 22 through 37 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Junewall, Bell, Hylm + Co. P.L.

Atlantic, Iowa September 24, 2012



The expertise you need. The personal care you want.

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis

Our discussion and analysis of Guthrie County Hospital's financial performance provides an overview of the Hospital's financial activity for the fiscal years ended June 30, 2012 and 2011. We encourage readers to consider it in conjunction with the Hospital's financial statements, which follow.

#### FINANCIAL HIGHLIGHTS

The Hospital's total assets increased approximately \$88,000 during fiscal year 2012. Net assets, or total assets net of total liabilities, increased by approximately \$253,000 during fiscal 2012, an increase of approximately 2.6 percent.

The Hospital reported operating revenues for the year of \$12.7 million, an increase of approximately \$781,000 or 6.6 percent. Net revenues, or revenues after all expenditures, for 2012 were \$246,959, an increase of \$4,587 from 2011.

The Hospital reported expenditures for the year of \$13.8 million, an increase of approximately \$838,000 or 6.5 percent.

#### USING THIS ANNUAL REPORT

The basic financial statements of the Hospital report information about the Hospital using Governmental Accounting Standards Board (GASB) accounting principles. The Hospital's financial statements consist of three statements - a Balance Sheet; a Statement of Revenues, Expenses and Changes in Net Assets; and a Statement of Cash Flows. These statements offer short-term and long-term financial information about its activities.

One of the most important questions asked about the Hospital's finances is, "Is the Hospital as a whole better or worse off as a result of the year's activities?" The Balance Sheet and the Statement of Revenues, Expenses and Changes in Net Assets; and the Statement of Cash Flows report information about the Hospital's resources and its activities in a way that helps answer this question. These statements include all restricted and unrestricted assets and all liabilities using the accrual basis of accounting. Therefore, all of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

The first two statements report the Hospital's net assets and changes in them. You can think of the Hospital's net assets - the difference between assets and liabilities - as one way to measure the Hospital's financial health, or financial position. Over time, increases or decreases in the Hospital's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, to assess the overall health of the Hospital. Such non-financial factors could include changes in the Hospital's patient base, measures of the quality of service it provides to the community, and local economic factors, as well as changes in the health care industry, changes in Medicare and Medicaid regulations, and changes in managed care contracting.

The Balance Sheets include all of the Hospital's assets and liabilities and provide information about the nature and amounts of investments in resources (assets) and the obligations to Hospital creditors (liabilities). It also provides the basis for computing rate of return, evaluating the capital structure of the Hospital, and assessing the liquidity and financial flexibility of the Hospital.

All of the current year's revenues and expenses are accounted for in the Statements of Revenues, Expenses, and Changes in Net Assets. This statement measures improvements in the Hospital's operations over the past years and can be used to determine whether the Hospital has been able to recover all of its costs through its patient service revenue and other revenue sources.

The final required financial statement is the Statement of Cash Flows. This statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities. The primary purpose of this statement is to provide information about the Hospital's cash from operations, investing, and financing activities, and to provide answers to such questions as "Where did cash come from?", "What was cash used for?", and "What was the change in cash balance during the reporting period?"

These financial statements and related notes also provide information about the activities of the Hospital, including resources held by the Hospital but restricted for specific purposes by contributors, grantors, or enabling legislation.

#### GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

#### THE HOSPITAL'S NET ASSETS

The Hospital's net assets are the difference between its assets and liabilities reported in the Balance Sheet on page 5. The following table, Table 1, presents a summary of the Hospital's Balance Sheets.

Table 1 Condensed Balance Sheets

		2012		2011		2010
Assets: Current assets Capital assets, net Other noncurrent assets	\$	6,066,554 10,825,265 142,832	\$	5,707,376 11,070,142 168,820	\$	3,834,335 10,326,982 127,168
Total assets	<u>\$</u>	17,034,651	<u>\$</u>	16,946,338	<u>\$</u>	14,288,485
Liabilities: Current liabilities Long-term debt Total liabilities	\$ 	3,075,833 3,865,991 6,941,824	\$ 	3,108,513 3,997,500 7,106,013	\$ 	3,044,653 2,407,500 5,452,153
Net Assets:     Invested in capital     assets, net of related     debt     Restricted - expendable     Unrestricted     Total net assets	_	6,363,108 241,072 3,488,647 10,092,827		6,319,184 242,391 3,278,750 9,840,325	_	7,003,926 242,210 1,590,196 8,836,332
Total liabilities and net assets	<u>\$</u>	17,034,651	<u>\$</u>	16,946,338	<u>\$</u>	14,288,485

A significant component of the change in the Hospital's assets is the cash balance as the construction projects have been completed. See related discussion in the CAPITAL ASSETS AND DEBT ADMINISTRATION section.

The most significant component of the change in the Hospital's liabilities was a decrease in accounts payable related to capital items.

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

#### OPERATING RESULTS AND CHANGES IN THE HOSPITAL'S NET ASSETS

The following table, Table 2, presents a summary of the Hospital's historical revenues and expenses for each of the fiscal years ended June 30, 2012, 2011, and 2010.

Table 2
Condensed Operating Results and Changes in Net Assets

	2012	2011	2010
Revenue: Net patient service revenue Other revenue Total revenue	\$ 12,483,980	\$ 11,690,655 <u>201,746</u> 11,892,401	\$ 10,355,628
Expenses: Salaries and benefits Professional fees Supplies, contract services, equipment & other	8,088,782 817,068	8,033,594 588,830	7,396,404 385,456
operating expenses Depreciation and amortization Total expenses	3,683,623 1,187,178 13,776,651	3,278,182 1,038,180 12,938,786	2,512,356 793,092 11,087,308
Operating Loss	( 1,102,879)	( 1,046,385)	( 536,729)
Nonoperating Revenues and Expenses: County taxes Investment income Noncapital grants and contributions Interest expense Other nonoperating revenues and expenses, net	1,477,231 7,528 47,900 ( 182,821)  1,349,838	1,421,696 6,003 30,133 ( 156,603) ( 12,472) 1,288,757	1,282,244 13,911 30,317 ( 76,839)  1,249,633
Excess of Revenues Over Expenses Before Capital Grants and Contributions	246,959	242,372	712,904
Capital Grants and Contributions	5,543	761,621	158,840
Increase in net assets	252,502	1,003,993	871,744
Net Assets Beginning of Year	9,840,325	8,836,332	7,964,588
Net Assets End of Year	\$ 10,092,827	<u>\$ 9,840,325</u>	\$ 8,836,332

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

#### **OPERATING LOSSES**

The first component of the overall change in the Hospital's net assets is its operating loss - generally, the difference between net patient service revenues and the expenses incurred to perform those services. In each of the past three years, the Hospital has reported an operating loss. This is consistent with the Hospital's entire operating history. The Hospital's operations were begun in 1951 as a county hospital, when it was agreed that a portion of its costs would be subsidized by property tax revenues, making the facility more affordable for the County's lower income residents. In the current fiscal year operating losses have increased.

Management's goal in 2012 was to continue the effort to increase the volume of patients treated while positioning the Hospital and clinics to capture a greater portion of the Guthrie County health care market. Efforts continued to make the community more aware of the services provided at the Hospital.

In 2012 significant time and money investments were made to continue the process of positioning the Hospital to be more competitive in the primary and secondary health care market. During the year, we opened a family practice clinic in Stuart that will allow us to better serve that area of our county. We also recruited a pediatrician who started July, 2012.

In the past 5 years, we have completed additions to our Pharmacy, Radiology, Emergency Room and Operating Room Departments. We have also added 4 new Patient Rooms and a Medical Office building to allow us to expand into orthopedics. All of these projects have had a positive response from the community.

The primary components of these increased operating losses were:

An increase in net operating revenues of \$781,000 or 6.6%, coupled with an increase in operating expenses of \$838,000 or 6.5%.

Increases in salary and benefit costs for the Hospital's employees (\$55,188 or .7% and \$637,200 or 8.6% in 2011). This increase is due to the continued adjustments made in salaries to match market conditions and to increases in health insurance costs.

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

#### NON-OPERATING REVENUES AND EXPENSES

Non-operating revenues consist primarily of property taxes levied by the Hospital, interest income reported as investment earnings, and non capital grants and contributions.

The Hospital's Non-operating Revenues and Expenses increased by \$61,081 comparing fiscal 2012 versus 2011. Interest expense increased by \$26,218 as a result of the 2009 Bond issue.

#### GRANTS, CONTRIBUTIONS, AND ENDOWMENTS

The Hospital actively seeks contributions through its Foundation and continues to explore applicable grant opportunities. During 2011, the Hospital was awarded a three year Broadband Technology Opportunities Program (BTOP) grant. The Hospital received \$23,570 from the BTOP grant in 2012. The Hospital also received \$5,243 from the Foundation in 2012 as compared to \$91,000 in 2011.

#### THE HOSPITAL'S CASH FLOW

Changes in the Hospital's cash flows are consistent with changes in operating losses and non-operating revenues and expenses, as discussed earlier. Cash flows provided by operating activities for 2012 were \$215,870. Comparatively, for fiscal 2011, cash flows used in operating activities were \$446,932, a net change of \$662,802.

#### **BUDGETARY HIGHLIGHTS**

The official county budget of the Hospital for the year ended June 30, 2012 was prepared on the modified accrual basis. Actual budget basis revenues were lower than the budgeted amount of \$17,073,639 by \$2,861,665 or about 16.8 percent. Actual expenditures were lower than budgeted expenditures. Actual budget basis expenditures were \$13,952,056 as compared to budgeted expenditures of \$15,936,800, a difference of \$1,984,744 or about 12.5 percent.

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### **Capital Assets:**

During the fiscal year, the Hospital made capital investments totaling \$934,885. The following table, Table 3, presents a list of significant capital items:

### Table 3 Capital Investments

Capital Investments	Vendor	<u>Department</u>		012 Cost
CT Scanner	Siemens	Radiology	\$	567,550
Telemedicine Equipment	SKC Communication	Various		249,523

Capital assets for the years ended June 30, 2012, 2011, and 2010 are shown in the following table, Table 4:

### Table 4 Capital Assets

	2012	2011	2010
Land and land improvements Buildings Fixed equipment Major movable equipment Subtotal Less accumulated depreciation Construction in progress	\$ 1,243,58 10,641,72 1,975,73 4,961,36 18,822,38 8,184,93 187,83	22 10,613,019 13 1,970,543 62 4,741,325 82 18,558,161 55 7,528,133	9,652,220 1,722,312 3,697,583 16,182,536 6,693,946
Net capital assets	\$ 10,825,26	<u>65</u> <u>\$ 11,070,142</u>	<u>\$ 10,326,982</u>

Net capital assets decreased as the Hospital has recently completed projects and current year depreciation exceeded current year acquisitions.

# GUTHRIE COUNTY HOSPITAL Management's Discussion and Analysis - Continued

#### Debt:

At year-end, the Hospital had \$4,484,461 in short-term and long-term debt. The total debt amount decreased by \$23,039 in fiscal year 2012. More detailed information about the Hospital's long-term liabilities is presented in the notes to the basic financial statements.

Total debt outstanding represents approximately 26.3% of the Hospital's total assets at June 30, 2012.

#### **CURRENTLY KNOWN FACTS**

At the time these financial statements were prepared and audited, the Hospital was beginning the process of bidding on renovations for the clinic in Stuart, Iowa. The Hospital was also in the process of implementing an electronic health record system.

#### CONTACTING THE HOSPITAL'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, customers and creditors with a general overview of the Hospital's finances and to demonstrate the Hospital's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Hospital Administration.

## GUTHRIE COUNTY HOSPITAL Balance Sheets June 30,

## <u>ASSETS</u>

		2012		2011
Current Assets:				
Cash	\$	1,939,153	\$	1,228,512
Patient receivables, less allowances for doubtful accounts and for contractual adjustments (\$468,000 in 2012, \$467,900	•	1,202,200	*	1,220,012
in 2011)		1,308,606		1,461,186
Other receivables		22,326		470,178
Inventory		310,851		294,031
Prepaid expense		212,268		144,225
Other current assets		22,008		23,128
Estimated third-party payor settlements		480,500		413,000
Succeeding year property tax receivable		1,529,000		1,430,000
Internally designated assets		241,842		243,116
Total current assets		6,066,554		5,707,376
Designated and Restricted Assets:				
Internally designated assets		770		725
Restricted assets		241,072		242,391
T		241,842		243,116
Less amounts required to meet current liabilities		241,842		243,116
Capital Assets:				
Depreciable capital assets, net		10,524,436		10,927,348
Non-depreciable capital assets		300,829		142,794
Then depression employee describe		10,825,265		11,070,142
		,,		,_,
Deferred Financing Costs		61,404		68,820
Notes Receivable		81,428		100,000
Total assets	<u>\$</u>	17,034,651	<u>\$</u>	16,946,338

## **LIABILITIES AND NET ASSETS**

		2012		2011	
Current Liabilities: Current maturities of long-term debt Accounts payable Accrued employee compensation Payroll taxes withheld and accrued Accrued interest payable Deferred revenue for succeeding year property tax receivable Total current liabilities	\$	618,470 362,405 528,402 37,286 270 1,529,000 3,075,833	\$	510,000 601,593 538,470 28,450  1,430,000 3,108,513	
Long-Term Debt: Note payable, less current maturities Revenue bonds, less current maturities Capital lease obligation, less current maturities Total long-term debt		7,500 3,480,000 378,491 3,865,991		37,500 3,960,000  3,997,500	
Total liabilities		6,941,824		7,106,013	
Net Assets:     Invested in capital assets, net of related debt     Restricted - expendable     Unrestricted		6,363,108 241,072 3,488,647 10,092,827		6,319,184 242,391 3,278,750 9,840,325	
Total liabilities and net assets	. <u>\$</u>	<u>17,034,651</u>	<u>\$</u>	<u>16,946,338</u>	

## GUTHRIE COUNTY HOSPITAL Statements of Revenues, Expenses and Changes in Net Assets Year ended June 30,

	2012	2011
Revenue: Net patient service revenue	\$ 12,483,980	\$ 11,690,655
Other revenue	189,792	201,746
Total revenue	12,673,772	11,892,401
Expenses:  Nursing service Other professional service Physician services General service Fiscal and administrative service Provision for depreciation Amortization Total expenses	3,247,176 4,437,510 1,469,600 1,251,442 2,183,745 1,179,762 7,416 13,776,651	2,948,305 4,252,765 1,253,239 1,294,000 2,152,297 1,029,832 8,348 12,938,786
Operating Loss	( 1,102,879)	( 1,046,385)
Non-Operating Revenues (Expenses): County taxes Investment income Noncapital grants and contributions Loss on disposal of property and equipment Interest expense Non-operating revenues, net	1,477,231 7,528 47,900  ( 182,821) 1,349,838	1,421,696 6,003 30,133 ( 12,472) ( 156,603) 1,288,757
Excess of Revenues Over Expenses Before Capital Grants and Contributions	246,959	242,372
Capital Grants and Contributions	5,543	761,621
Increase in Net Assets	252,502	1,003,993
Net Assets Beginning of Year	9,840,325	8,836,332
Net Assets End of Year	<u>\$ 10,092,827</u>	<u>\$ 9,840,325</u>

The accompanying notes are an integral part of these statements.

## GUTHRIE COUNTY HOSPITAL Statements of Cash Flows Year ended June 30,

	2012	2011
Cash flows from operating activities:  Cash received from patients and third-party payors Cash paid to suppliers Cash paid to employees Other revenue Net cash provided by (used in) operating activities	\$ 12,652,550 ( 6,670,222) ( 5,956,250) <u>189,792</u> 215,870	\$ 11,200,109 ( 5,946,924) ( 5,901,863) 201,746 ( 446,932)
Cash flows from non-capital financing activities: County tax revenue Noncapital grants and contributions Net cash provided by non-capital financing activities	1,477,231 37,797 1,515,028	1,421,696 30,133 1,451,829
Cash flows from capital and related financing activities: Capital grants and contributions Capital expenditures Construction in progress expenditures Principal paid on long-term debt Principal paid on capital leases Proceeds from revenue bonds Interest paid Net cash used in capital and related financing activities	380,008 ( 173,030) ( 462,897) ( 510,000) ( 80,589)  ( 182,551) ( 1,029,059)	387,156 ( 1,729,447) ( 217,083) ( 510,000)  2,100,000 ( 161,398) ( 130,772)
Cash flows from investing activities: Investment income Change in notes receivable Change in designated and restricted assets Net cash provided by (used in) investing activities  Net increase in cash and cash equivalents	7,528  1,706 	6,003 ( 50,000) ( 1,398) ( 45,395) 828,730
Cash and cash equivalents at beginning of year	1,229,448	400,718
Cash and cash equivalents at end of year	\$ 1,940,521	\$ 1,229,448
Reconciliation of cash and cash equivalents to the balance sheets:     Cash and cash equivalents in current assets     Cash and cash equivalents in designated and restricted assets  Total cash and cash equivalents	\$ 1,939,153 1,368 \$ 1,940,521	\$ 1,228,512 <u>936</u> \$ 1,229,448
= warm and a day , exerging	4 1,2 10,221	<u>* 1,222,170</u>

(continued next page)

#### GUTHRIE COUNTY HOSPITAL Statements of Cash Flows - Continued Year ended June 30,

		_2012		2011
Reconciliation of operating loss to net cash provided by (used in) operating activities:  Operating loss  Adjustments to reconcile operating loss to net cash provided by (used in) operating activities	\$(	1,102,879)	\$(	1,046,385)
Depreciation Salaries and wages capitalized Amortization Change in assets and liabilities	(	1,179,762 4,586) 25,988	(	1,029,832 4,585) 8,348
Accounts receivable Inventory Prepaid expense Other current assets Estimated third-party payor settlements Accounts payable, trade Accrued employee compensation Payroll taxes withheld and accrued Total adjustments	(	236,070 16,820) 68,043) 1,120 67,500) 33,990 10,068) 8,836 1,318,749	( ( ( )	290,546) 87,663) 28,576) 3,663) 200,000) 136,345 41,401 1,440) 599,453
Net cash provided by (used in) operating activities	\$	215,870	<u>\$(</u>	446,932)
Non-Cash Transaction:				
The Hospital also incurred the following non-cash transaction reflected in the reconciliation of operating loss to net cash practivities:	n in ad ovided	dition to the t by (used in)	ransa opera	ctions ting

2012

<u>\$ 567,550</u>

2011

The accompanying notes are an integral part of these statements.

Capital lease was entered into for the purchase of equipment

#### GUTHRIE COUNTY HOSPITAL Notes to Financial Statements June 30, 2012 and 2011

## NOTE A - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### 1. Reporting Entity

Guthrie County Hospital (the Hospital) is a critical access county hospital with related healthcare ancillary and outpatient services. The Hospital is organized under Chapter 347 of the Code of Iowa, accordingly is a political subdivision of the State of Iowa, and is therefore exempt from federal and state income taxes. It is governed by a seven member board of trustees elected for six year terms. The Hospital has considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the Hospital are such that exclusion would cause the Hospital's financial statements to be misleading or incomplete. The criteria for determining financial accountability include: appointing a majority of an organization's governing body, and (a) the Hospital's ability to impose its will on that organization, or (b) the potential for the organization to provide benefits to or impose financial burdens on the Hospital. The Hospital has identified one component unit: Guthrie County Hospital Foundation (the Foundation). Substantially all of the economic resources of the Foundation are designated for the direct benefit of the Hospital. The Hospital received \$5,243 in capital contributions from the Foundation during the year ended June 30, 2012 (\$91,000 in 2011). Blending of the Foundation with the Hospital would result in an increase in total net assets of approximately \$147,000 (\$117,000 in 2011) and a decrease in the change in net assets of approximately \$30,000 (\$22,000 in 2011) for the year ended June 30, 2012.

#### 2. Enterprise Fund Accounting

The Hospital uses enterprise fund accounting. Revenues and expenses are recognized on the accrual basis using the economic resources measurement focus. Based on Governmental Accounting Standards Board (GASB) Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting, as amended, the Hospital has elected to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board (FASB), that do not conflict with or contradict GASB pronouncements.

#### 3. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### 4. Cash and Cash Equivalents

Cash and cash equivalents include investments in highly liquid debt instruments with an original maturity of three months or less, including designated and restricted assets.

#### GUTHRIE COUNTY HOSPITAL Notes to Financial Statements June 30, 2012 and 2011

## NOTE A - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### 5. Inventory Valuation

Inventory is valued at the lower of cost (first-in, first-out method) or market.

#### 6. Investments

Investments are reported at fair value except for short-term highly liquid investments that have a remaining maturity at the time they are purchased of one year or less. These investments are carried at amortized cost. Interest, dividends, and gains and losses, both realized and unrealized, on investments are included in non-operating revenue when earned, unless restricted by donor or law.

#### 7. Capital Assets

The Hospital's capital assets are reported at historical cost. Contributed capital assets are reported at their estimated fair value at the time of their donation. Capital assets with lives in excess of two years and cost in excess of \$5,000 are capitalized. These capital assets, other than land, are depreciated or amortized (in the case of capital leases) using the straight-line method of depreciation using their estimated useful lives (fifteen to forty years for buildings and land improvements and three to twenty years for equipment).

#### 8. Costs of Borrowing

Except for capital assets acquired through gifts, contributions, or capital grants, interest cost on borrowed funds during the period of construction of capital assets is capitalized as a component of the cost of acquiring those assets. The Hospital capitalized no interest cost in 2012 and \$4,795 in 2011.

#### 9. Compensated Absences

Hospital employees earn vacation days at varying rates depending on years of service. Vacation time accumulates to a maximum of 150% of an employee's annual vacation time earned. Any excess accumulated over the maximum is to be used within 90 days. Certain employees have been allowed to accrue more than the maximum allowed vacation because these employees are unable to use their vacation due to their departments being understaffed. The computed amount of vacation benefits earned by year end is recorded as part of accrued employee compensation.

#### 10. Operating Revenues and Expenses

The Hospital's statement of revenues, expenses and changes in net assets distinguishes between operating and non-operating revenues and expenses. Operating revenues result from exchange transactions associated with providing health care services - the Hospital's principal activity. Nonexchange revenues, including taxes, grants, and contributions received for purposes other than capital asset acquisition, are reported as non-operating revenues. Operating expenses are all expenses incurred to provide health care services, other than financing costs.

#### **GUTHRIE COUNTY HOSPITAL**

Notes to Financial Statements June 30, 2012 and 2011

## NOTE A - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### 11. Net Patient Service Revenue

The Hospital has agreements with third-party payors that provide for payments to the Hospital at amounts different from its established rates. Payment arrangements include prospectively determined rates per discharge, reimbursed costs, discounted charges, and per diem payments. Net patient service revenue is reported at the estimated net realizable amounts from patients, third-party payors, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined.

#### 12. Property Tax Levy

Property tax receivable is recognized on the levy or lien date, which is the date that the tax asking is certified by the County Board of Supervisors. The succeeding year property tax receivable represents taxes certified by the Board of Supervisors to be collected in the next fiscal year for the purposes set out in the budget for that year. Although the succeeding year property tax receivable has been recorded, the related revenue is deferred and will not be recognized as revenue until the year for which it is levied. Property tax revenue is reported as non-operating revenue when collected by the County Treasurer.

#### 13. Grants and Contributions

Revenues from grants and contributions (including contributions of capital assets) are recognized when all eligibility requirements, including time requirements are met. Grants and contributions may be restricted for either specific operating purposes or for capital purposes. Amounts that are unrestricted or that are restricted to a specific operating purpose are reported as non-operating revenues. Amounts restricted to capital acquisitions are reported after non-operating revenues and expenses.

#### 14. Restricted Resources

Use of restricted or unrestricted resources for individual projects is determined by the Hospital Board of Trustees based on the facts regarding each specific situation.

#### 15. Net Assets

Net assets of the Hospital are classified in three components. Net assets invested in capital assets net of related debt consist of capital assets net of accumulated depreciation and reduced by the current balances of any outstanding borrowings used to finance the purchase or construction of those assets. Restricted net assets are noncapital net assets that must be used for a particular purpose or permanent endowments, as specified by creditors, grantors, or contributors external to the Hospital. Unrestricted net assets are remaining net assets that do not meet the definition of invested in capital assets net of related debt or restricted.

#### GUTHRIE COUNTY HOSPITAL Notes to Financial Statements June 30, 2012 and 2011

## NOTE A - REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

#### 16. Charity Care

The Hospital provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Revenue from services to these patients is automatically recorded in the accounting system at the established rates, but the Hospital does not pursue collection of the amounts. The resulting adjustments are recorded as bad debts or charity service depending on the timing of the charity determination.

#### NOTE B - THIRD-PARTY PAYOR ARRANGEMENTS

A summary of the payment arrangements with major third-party payors follows:

Medicare and Medicaid - Inpatient services and most outpatient services related to program beneficiaries are paid based on a cost reimbursement methodology. The Hospital is reimbursed for the cost of services at a tentative rate with final settlement determined after submission of annual cost reports by the Hospital and audits thereof by the fiscal intermediaries. The Hospital's Medicare and Medicaid cost reports have been audited and finalized by the fiscal intermediaries through June 30, 2010. However, finalized cost reports are subject to re-opening by the intermediaries within three years after the date of finalization. Outpatient services not paid based on a cost reimbursement methodology are paid based on a prospectively determined fee schedule.

The Hospital also has entered into payment agreements with certain commercial insurance carriers, health maintenance organizations, and preferred provider organizations. The basis for payment to the Hospital under these agreements includes prospectively determined rates per discharge, discounts from established charges, and prospectively determined daily rates.

#### NOTE C - RESTRICTED NET ASSETS

Restricted expendable net assets are available for the following purposes:

	 2012		2011
Long-term debt Purchase of property and equipment	\$ 240,076 996	\$	241,695 696
	\$ 241,072	<u>\$</u>	242,391

The Hospital has no restricted non-expendable net assets or endowments at June 30, 2012 or 2011.

#### **GUTHRIE COUNTY HOSPITAL**

Notes to Financial Statements June 30, 2012 and 2011

#### NOTE C - RESTRICTED NET ASSETS - Continued

Following is a summary of the use of temporarily restricted net assets during the year ended June 30:

		2011			
Purchase of property and equipment Payment of long-term debt	\$	5,243 1,619	\$	762,916	
	\$	6,862	\$	762,916	

#### NOTE D - DESIGNATED NET ASSETS

Of the \$3,488,647 (\$3,278,750 as of June 30, 2011) of unrestricted net assets as of June 30, 2012, \$770 (\$725 for 2011) has been designated by the Hospital's Board of Trustees for capital acquisitions. These assets remain under the control of the Board of Trustees, which may, at its discretion, later use the funds for other purposes.

#### NOTE E - DEPOSITS AND INVESTMENTS

The Hospital's deposits at June 30, 2012 were entirely covered by federal depository insurance or the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds. Investments are stated as indicated in Note A.

The Hospital is authorized by statute to invest public funds in obligations of the United States Government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Trustees; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

The composition of designated and restricted assets is as follows:

T. 11 D. 1 . 1 A	2012	<u> </u>	2011
Internally Designated Assets:  Cash and cash equivalents  GNMA pool	\$	372 \$ 398	240 485
	<u>\$</u>	<u>770</u> §	<u>725</u>
Restricted Assets: Certificates of deposit Cash and cash equivalents	\$ 24	0,076 \$ <u>996</u>	5 241,695 696
	<u>\$ 24</u>	1,072	242,391

#### **GUTHRIE COUNTY HOSPITAL**

Notes to Financial Statements June 30, 2012 and 2011

#### NOTE E - DEPOSITS AND INVESTMENTS - Continued

The Hospital's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) in instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days but the maturities shall be consistent with the needs and use of the Hospital.

#### NOTE F - ACCOUNTS RECEIVABLE AND CONCENTRATION OF CREDIT RISK

The Hospital grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payor agreements. The mix of receivables from patients and third-party payors at June 30, 2012 and 2011, was as follows:

		2012		2011
Receivable from:				
Patients	\$	434,320	\$	367,943
Medicare		662,686		977,519
Medicaid		68,127		68,776
Blue Cross		246,916		262,211
Other commercial insurance carriers		<u> 364,557</u>		252,637
		1,776,606		1,929,086
Less allowances for doubtful accounts and				
contractual adjustments		468,000		467,900
	<u>\$</u>	1,308,606	<u>\$</u>	1,461,186

### GUTHRIE COUNTY HOSPITAL Notes to Financial Statements June 30, 2012 and 2011

### NOTE G - CAPITAL ASSETS

Capital assets, additions, disposals and balances for the years ended June 30, 2012 and 2011 were as follows:

Cost	Balance 2011	Additions	Disposals	Balance 2012
Land Improvements Buildings Fixed Equipment Major Movable Equipment Depreciation	\$ 1,130,594 10,613,019 1,970,543 4,741,325 18,455,481	\$ 28,703 5,170 <u>742,977</u> 776,850	\$   522,940 522,940	\$ 1,130,594 10,641,722 1,975,713 4,961,362 18,709,391
Land Improvements Buildings Fixed Equipment Major Movable Equipment Total Depreciation	352,924 3,506,073 1,020,901 2,648,235 7,528,133	70,731 393,964 152,314 562,753 1,179,762	522,940 522,940	423,655 3,900,037 1,173,215 2,688,048 8,184,955
Total Depreciable Capital Assets, Net Construction in Progress Land	\$ 10,927,348 \$ 40,114 102,680	\$( 402,912) \$ 166,306 	\$ \$ 18,582 	\$ 10,524,436 \$ 187,838 112,991
Total Non-Depreciable Capital Assets	\$ 142,794	<u>\$ 176,617</u>	<u>\$ 18,582</u>	\$ 300,829

## **GUTHRIE COUNTY HOSPITAL** Notes to Financial Statements June 30, 2012 and 2011

### NOTE G - CAPITAL ASSETS - Continued

Cost	Balance 2010	Additions	Disposals	Balance 2011
Land Improvements Buildings Fixed Equipment Major Movable Equipment  Depreciation	\$ 1,012,7 <sup>2</sup> 9,652,2 <sup>2</sup> 1,722,3 <sup>2</sup> 3,697,58 16,084,85	20 960,799 22 293,485 33 1,205,851	\$ 754  45,254 162,109 208,117	\$ 1,130,594 10,613,019 1,970,543 4,741,325 18,455,481
Land Improvements Buildings Fixed Equipment Major Movable Equipment Total Depreciation	286,44 3,116,0° 931,59 2,359,82 6,693,94	73 390,000 96 133,837 438,762	754  44,532 150,359	352,924 3,506,073 1,020,901 2,648,235 7,528,133
Total Depreciable Capital Assets, Net	\$ 9,390,9		\$ 12,472	\$ 10,927,348
Construction in Progress Land	\$ 838,39 97,68		\$1,080,253	\$ 40,114 102,680
Total Non-Depreciable Capital Assets	\$ 936,0	<u>\$ 286,975</u>	<u>\$1,080,253</u>	<u>\$ 142,794</u>

### NOTE H - NON-CURRENT LIABILITIES

A schedule of changes in the Hospital's non-current liabilities for the years ended June 30, 2012 and 2011 follows:

	I	Balance 2011	<u>A</u>	dditions	<u>R</u> e	eductions	_E	Balance 2012		Current Portion
Long-Term Debt: Rural Economic										
Development Loan Series 2006 Revenue	\$	67,500	\$		\$	30,000	\$	37,500	\$	30,000
Bonds Series 2009 Revenue	1	,560,000				160,000	1	,400,000		160,000
Bonds	2	,880,000				320,000	2	,560,000		320,000
Capital Lease Obligation			_	567,550	_	80,589		486,961	_	108,470
Total Non-Current Liabilities	<u>\$4</u>	,507,500	<u>\$</u>	<u>567,550</u>	<u>\$</u>	590,589	<u>\$4</u>	<u>,484,461</u>	<u>\$</u>	618,470

# GUTHRIE COUNTY HOSPITAL Notes to Financial Statements

June 30, 2012 and 2011

#### NOTE H - NON-CURRENT LIABILITIES - Continued

	Balance 2010	Additions	Reductions	Balance 2011	Current Portion
Long-Term Debt: Rural Economic					
Development Loan	\$ 97,500	\$	\$ 30,000	\$ 67,500	\$ 30,000
Series 2006 Revenue					
Bonds	1,720,000		160,000	1,560,000	160,000
Series 2009 Revenue					
Bonds	1,100,000	2,100,000	320,000	<u>2,880,000</u>	320,000
Total Non-Current Liabilities	\$2,917,500	\$2,100,000	\$ 510,000	\$4,507,500	\$ 510,000

In September, 2008, the Hospital borrowed \$150,000 through the Guthrie County Rural Electric Cooperative under the Rural Economic Development Loan and Grant Program. The loan is non-interest bearing and is payable in twenty equal quarterly installments. The loan is collateralized by the Hospital's net revenues.

The Series 2006 Hospital Revenue Bonds were issued in May, 2006 in a principal amount up to \$2,200,000. The bonds carry an interest rate of 4.00% per annum through September 30, 2012. On September 30, 2012 and again on September 30, 2015 and 2018, the rate will be adjusted to 0.50% over the "constant maturity" index of the three year U.S. Treasury Note rate in effect on those dates, provided however, that no adjusted interest rate shall be 2% higher or lower than the immediately preceding adjusted interest rate and no adjusted interest rate shall exceed 8% per annum or be less than 4% per annum. The bonds mature in quarterly installments of principal in the amount of \$40,000 plus interest. The bonds are payable from and secured by a lien on net revenues of the Hospital.

The Series 2009 Hospital Revenue Bonds were issued in September, 2009 in a principal amount up to \$3,200,000. By June 30, 2011, the entire \$3,200,000 had been drawn by the Hospital. The bonds carry an interest rate of 4.00% per annum through September 30, 2012. On September 30, 2012 and again on September 30, 2015 and 2018, the rate will be adjusted to 0.50% over the "constant maturity" index of the three year U.S. Treasury Note rate in effect on those dates, provided however, that no adjusted interest rate shall be 2% higher or lower than the immediately preceding adjusted interest rate and no adjusted interest rate shall exceed 8% per annum or be less than 4% per annum. The bonds mature in quarterly installments of principal in the amount of \$80,000 plus interest. The bonds are payable from and secured by a lien on net revenues of the Hospital.

The combined annual debt service on the loan, bonds, and capital lease obligation is expected to require less than 50% of cash flow available for debt service. For the current year, debt service and cash flow available for debt service were approximately \$773,000 and \$1,623,000, respectively.

#### **GUTHRIE COUNTY HOSPITAL**

Notes to Financial Statements June 30, 2012 and 2011

#### NOTE H - NON-CURRENT LIABILITIES - Continued

Under the terms of the bond resolutions, the Hospital is required to maintain certain deposits with a bank. Such deposits are included with restricted assets in the financial statements. The bond resolution also places limits on the incurrence of additional borrowings and requires that the Hospital satisfy certain measures of financial performance as long as the notes are outstanding. The Hospital is subject to a prepayment penalty of 3% of the unpaid principal balance if such prepayment is on or before the first interest rate adjustment date.

Assets recorded under capital leases consist of major movable equipment items with totals as follows:

	 2012	 2011
Cost Less: Accumulated Amortization	\$ 578,305 86,746	\$   
Net Book Value	\$ 491,559	\$ 

Scheduled principal and interest repayments on long-term debt are as follows:

Year Ending	Long-Term Debt			Capital Leases						
June 30,	Pri	ncipal		<u>Interest</u>	_	Principal	<u>I</u>	nterest		Total
2013	\$	510,000	\$	151,222	\$	108,470	\$	14,561	\$	784,253
2014		487,500		132,022		112,136		10,895		742,553
2015		480,000		112,822		115,925		7,106		715,853
2016 2017		480,000		93,622		119,842		3,189		696,653
2017	1	480,000		74,422 110,466		30,588		170		585,180 1,670,466
2018-2020	1	,500,000		110,400	_	<del></del>				1,070,400
	<u>\$ 3</u>	<u>,997,500</u>	<u>\$</u>	674,576	<u>\$</u>	486,961	<u>\$</u>	35,921	<u>\$</u>	5,194,958

#### NOTE I - EMPLOYEE RETIREMENT AND DEFINED BENEFIT PENSION PLAN

The Hospital contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by State statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa, 50306-9117.

Plan members are required to contribute 5.38% (5.78% beginning July 1, 2012) of their annual salary and the Hospital is required to contribute 8.07% (8.67% beginning July 1, 2012) of annual covered payroll. Contribution requirements are established by State statute. The Hospital's contributions to IPERS for the years ended June 30, 2012, 2011, and 2010, were approximately \$471,300, \$402,400, and \$365,000, respectively, equal to the required contributions for each year.

## GUTHRIE COUNTY HOSPITAL Notes to Financial Statements

June 30, 2012 and 2011

#### NOTE J - COMMITMENTS AND CONTINGENCIES

#### Other Post Employment Benefits (OPEB)

Plan Description: As required by state law, the Hospital offers health insurance to former employees who have retired after age 55, but have not reached Medicare eligibility. The fully insured plan is a part of the plan offered to all Hospital employees, and the retiree must pay a health insurance premium equal to that charged for current employees. There are approximately 90 active employees and 2 retirees currently covered by the plan.

Potential for Liability: A review of the Hospital's current and potential future exposure to this requirement resulted in the conclusion that no material liability exists. Therefore no liability has been recorded.

#### Note Payable

The Hospital has entered into an agreement with the Guthrie County Rural Electric Cooperative Association (the cooperative) under the Rural Economic Development Loan and Grant Program. Under the terms of the agreement, \$183,050 was advanced to the Hospital through a non-interest bearing note, payable in 40 equal quarterly installments through June, 2013. Through a separate agreement, the Hospital subsequently loaned the \$183,050 to Little Panther Daycare (the daycare) to be used for the construction of a daycare facility in Panora, Iowa. This note receivable from the daycare is also non-interest bearing. It is payable in 120 equal monthly installments through June, 2013 and is secured by a mortgage agreement on the daycare's assets. The note receivable from the daycare is further guaranteed by three area businesses who each separately entered into agreements with the Hospital guaranteeing 25% of the total amount owed by the daycare to the Hospital after the sale of collateral. The offsetting note receivable and note payable of \$18,305 at June 30, 2012 (\$35,084 at June 30, 2011) have not been recorded on the Hospital's balance sheet.

#### Risk Management

The Hospital is insured by a claims-made policy for protection against liability claims resulting from professional services provided or which should have been provided. Management believes that the malpractice insurance coverage is adequate to cover all asserted and any unasserted claims, therefore no related liability has been accrued. Guthrie County Hospital is exposed to various other common business risks for which it is covered by commercial insurance. Settled claims from these risks have not exceeded insurance coverage during the past three fiscal years.

The Hospital has been named as a defendant in a lawsuit. Legal counsel is unable to evaluate the eventual outcome of the lawsuit. Management believes that, should any liability eventually result, the Hospital's insurance coverage is adequate to cover any potential settlement. Therefore, no related liability has been accrued.

#### Notes Receivable

The notes receivable represent funds advanced under an agreement with a healthcare professional now practicing in the community. The agreement includes commitments by the healthcare professional to provide medical services in the community for a specified period of years. In exchange for the commitments of time and services, the Hospital will forgive the notes over the term of the commitments.

#### GUTHRIE COUNTY HOSPITAL Notes to Financial Statements June 30, 2012 and 2011

#### NOTE J - COMMITMENTS AND CONTINGENCIES - Continued

Construction in Progress

The \$187,838 in construction in progress at June 30, 2012 is related to various small projects for which no material commitments exist as of the date of this report.

As of June 30, 2012, the Hospital has also entered into an agreement to purchase equipment with a total estimated cost of \$408,000. Funding for the equipment is to be provided by funds generated internally.

Subsequent Events

The Hospital has evaluated all subsequent events through September 24, 2012, the date the financial statements were available to be issued.

\* \* \*

REQUIRED SUPPLEMENTARY INFORMATION

#### GUTHRIE COUNTY HOSPITAL Budgetary Comparison Schedule Year Ended June 30, 2012

The budgetary comparison is presented as Required Supplementary Information in accordance with Government Auditing Standards. In accordance with the Code of Iowa, the Board of Trustees annually adopts a budget following required public notice and hearings. The annual budget may be amended during the year utilizing similar statutorily-prescribed procedures. The following is a reconciliation between reported amounts and the modified accrual basis used to prepare the budget. The adjustments result from accounting for interest, amortization, and net assets differently for financial statement and budget purposes.

		Per Financial Statements					
		Unrestricted Fund	Restricted Fund	Total			
Amount raised by taxation		\$ 1,477,231	\$	\$ 1,477,231			
Other revenues Transfers in (out)		12,546,379 6,862 14,030,472	5,543 ( 6,862)	12,551,922			
		14,030,472	( 1,319)	14,029,153			
Expenses		13,776,651		13,776,651			
Net		253,821	( 1,319)	252,502			
Balance beginning of year		9,597,934	242,391	9,840,325			
Balance end of year		<u>\$ 9,851,755</u>	<u>\$ 241,072</u>	\$ 10,092,827			
	Total Per Financial Statements	Budget Adjustments	Budget Basis	Adopted Budget			
Amount raised by taxation	\$ 1,477,231	\$	\$ 1,477,231	\$ 1,429,611			
Other revenues	<u>12,551,922</u> 14,029,153	182,821 182,821	<u>12,734,743</u> 14,211,974	15,644,028 17,073,639			
Expenses	13,776,651	175,405	13,952,056	15,936,800			
Net	252,502	7,416	259,918	1,136,839			
Balance beginning of year	9,840,325	( 414,773)	9,425,552	9,425,552			
Balance end of year	<u>\$ 10,092,827</u>	<u>\$( 407,357</u> )	<u>\$ 9,685,470</u>	<u>\$ 10,562,391</u>			

## SUPPLEMENTARY INFORMATION

#### GUTHRIE COUNTY HOSPITAL Patient Receivables June 30,

## Analysis of Aging:

	20	12	2011			
Days Since Discharge	Amount	Percent To Total	Amount	Percent To Total		
In hospital - 30 31 - 60 61 - 90 91 - 150 151 - 180 181 and over	\$ 1,155,439 277,139 121,078 81,989 15,612 125,349 1,776,606	65% 16 7 4 1 7 100%	\$ 1,339,537 254,098 162,270 84,151 9,438 79,592 1,929,086	69% 13 9 4 1 4 100%		
Allowance for doubtful accounts Allowance for contractual adjustments	198,300 <u>269,700</u> \$ 1,308,606		150,900 <u>317,000</u> <u>\$ 1,461,186</u>			

## Allowance for Doubtful Accounts:

	Year ende	d June 30, 2011
Balance, beginning	\$ 150,900	\$ 144,100
Provision for bad debts	496,632	521,532
Recoveries of accounts previously written off	<u>268,707</u> 916,239	<u>243,575</u> 909,207
Accounts written off	717,939	758,307
Balance, ending	<u>\$ 198,300</u>	<u>\$ 150,900</u>

## GUTHRIE COUNTY HOSPITAL Inventory/Prepaid Expense June 30,

	2012		2011	
Inventory  Medical and surgical supplies Laboratory Pharmacy Other	\$  \$	143,529 41,300 106,803 19,219 310,851	\$  \$	132,695 38,733 103,384 19,219 294,031
Prepaid Expense Insurance Service contracts and dues	\$	17,819 194,449 212,268	\$ 	16,932 127,293 144,225

## GUTHRIE COUNTY HOSPITAL Patient Service Revenue Year ended June 30,

		2012			
		Inpatient	Outpatient		
Daily Patient Services:  Medical, surgical and obstetric Swing bed	\$	1,014,940	\$	<del></del> 	
	<del></del>	1,014,940			
Other Nursing Services: Cardiac rehabilitation		. <del></del>		99,988	
Operating and recovery rooms		209,941		1,006,920	
Emergency room		116,542		675,492	
Central services and supply		632,578		284,334	
Intravenous therapy Observation		43,814 59,731		53,686 257,407	
Observation		1,062,606		2,377,827	
Other Professional Services:		1,002,000		2,311,021	
Emergency room professional		37,507		348,610	
Laboratory		290,507		1,997,511	
Blood		11,868		27,434	
Electrocardiology		12,944		128,274	
Radiology		53,275		473,827	
CT scan		106,883		888,470	
Ultrasound		14,080		303,874	
Mammography				273,030	
Nuclear imaging				20,735	
MRI		6,334		577,485	
Pharmacy		284,131		643,508	
Anesthesia		58,656		198,385	
Respiratory therapy		226,424		269,161	
Speech therapy		1,455		19,047	
Physical therapy		59,556		859,608	
Occupational therapy Outpatient clinics		253		103,435	
Diabetic education				73,180	
Hospice				23,413	
Clinic professional fees					
Surgery professional fees		<b></b>		<b></b>	
ourgory professional fees		1,163,873		7,228,987	
	<u>\$</u>	3,241,419	<u>\$</u>	9,606,814	

	2012		2011
0 ' 7 1	Physician	<b>7</b> 0 . 1	m . 1
Swing Bed	Services	Total	Total
\$	\$	\$ 1,014,940	\$ 1,135,070
327,549		327,549	395,192
327,549		1,342,489	1,530,262
		99,988	139,897
4,322		1,221,183	932,522
2,888		794,922	843,081
39,012		955,924	523,080
12,752		110,252	115,586
12,732		317,138	279,736
58,974		3,499,407	2,833,902
30,774		3,777,707	2,033,702
• • •		-04-00	
263		386,380	344,610
112,294	23,124	2,423,436	2,487,833
4,641		43,943	55,171
3,190		144,408	108,871
10,941		538,043	500,352
15,828		1,011,181	1,144,722
5,290		323,244	263,214
	·	273,030	279,035
909		21,644	27,210
3,787		587,606	475,774
321,206	29,821	1,278,666	1,257,579
1,024		258,065	187,751
213,937		709,522	790,020
8,002		28,504	12,209
123,161		1,042,325	1,065,745
26,620		130,308	141,721
		73,180	68,823
		23,413	16,803
12,704		12,704	20,774
	554,087	554,087	573,787
	370,607	370,607	267,951
863,797	977,639	10,234,296	10,089,955
<u>\$ 1,250,320</u>	\$ 977,639	<u>\$ 15,076,192</u>	<u>\$ 14,454,119</u>

## GUTHRIE COUNTY HOSPITAL Revenue and Related Adjustments Year ended June 30,

	2012	2011
Net Patient Service Revenue Patient service revenue Contractual adjustments Provision for bad debts Charity care	\$ 15,076,192 ( 2,093,997) ( 496,632) ( 1,583) \$ 12,483,980	\$ 14,454,119 ( 2,218,350) ( 521,532) ( 23,582) \$ 11,690,655
Other Revenue Dietary revenue Congregate meals Ancillary service coverage revenue Outpatient clinic rental Fitness center Wellness revenue Pharmacy student income Miscellaneous income	\$ 22,673 41,800 22,475 33,671 56,283 3,720 2,000 7,170	\$ 28,886 50,673 23,204 35,875 53,196 2,840 1,500 5,572
	<u>\$ 189,792</u>	<u>\$ 201,746</u>

GUTHRIE COUNTY HOSPITAL Nursing Service Expenses Year ended June 30,

	2012		 2011
Administrative:			
Salaries and wages	\$	90,314	\$ 96,411
Employee benefits		20,164	19,126
Supplies and other expense		3,257 113,735	 3,608 119,145
		113,733	117,143
Medical, Surgical and Obstetric:			
Salaries and wages		958,671	973,261
Employee benefits Supplies and other expense		332,445 142,583	330,859
Supplies and other expense		1,433,699	 161,322 1,465,442
		1, (55,0)	1,105,112
Cardiac Rehabilitation:			
Salaries and wages		73,007	69,385
Employee benefits Supplies and other expense		14,229 5,675	11,414 12,435
Supplies and other expense	-	5,675 92,911	 93,234
		,,	, , , , ,
Operating and Recovery Rooms:		467040	
Salaries and wages		165,310	137,805
Employee benefits Purchased services		45,242 8,356	34,577 17,225
Professional fees		30,169	4,000
Supplies and other expense		176,457	 96,472
		425,534	290,079
Emergency Room:			
Salaries and wages		265,610	255,746
Employee benefits		89,997	82,743
Supplies and other expense		101,769	 87,873
		457,376	426,362

## GUTHRIE COUNTY HOSPITAL Nursing Service Expenses - Continued Year ended June 30,

	2012	2011
Central Services and Supply: Salaries and wages Employee benefits Supplies and other expense	\$ 87,737 47,155 584,158 719,050	\$ 85,856 40,465 423,176 549,497
Intravenous Therapy: Supplies and other expense	<u>4,871</u> \$ 3,247,176	4,546 \$ 2,948,305
<u>SUM</u>	MARY	
Salaries and wages Employee benefits Professional fees Supplies and other expense	\$ 1,640,649 549,232 30,169 1,027,126	\$ 1,618,464 519,184 4,000 806,657
	<u>\$ 3,247,176</u>	\$ 2,948,305

## GUTHRIE COUNTY HOSPITAL Other Professional Service Expenses Year ended June 30,

	2012	2011
Emergency Room Professional: Salaries and wages Employee benefits Professional fees	\$ 576,839 124,515 107,397 808,751	\$ 667,729 127,317 17,616 812,662
Laboratory: Salaries and wages Employee benefits Professional fees Supplies and other expense	245,154 84,070 2,756 330,516 662,496	236,080 80,012 1,444 310,429 627,965
Blood: Blood Supplies and other expense	31,853 819 32,672	36,643 140 36,783
Electrocardiology: Salaries and wages Employee benefits Supplies and other expense	12,249 2,843 544 15,636	5,796 1,320 1,650 8,766
Radiology: Salaries and wages Employee benefits Supplies and other expense	196,515 66,368 <u>98,075</u> 360,958	204,083 58,165 90,662 352,910
CT Scan: Salaries and wages Employee benefits Supplies and other expense	22,114 7,000 66,685 95,799	14,303 3,670 118,889 136,862
Ultrasound: Salaries and wages Employee benefits Supplies and other expense	8,003 3,201 62,361 73,565	6,151 2,444 54,611 63,206

## GUTHRIE COUNTY HOSPITAL Other Professional Service Expenses - Continued Year ended June 30,

	2012	2011
Mammography: Salaries and wages Employee benefits Supplies and other expense	\$ 8,032 2,603 45,908 56,543	\$ 10,631 2,896 15,536 29,063
Nuclear Imaging: Supplies and other expense	10,605	12,633
MRI: Supplies and other expense	77,063	68,201
Pharmacy: Salaries and wages Employee benefits Professional fees Drugs Supplies and other expense	274,741 82,485 6,616 355,923 21,835 741,600	283,696 80,745 3,364 348,124 22,395 738,324
Anesthesia: Professional fees Supplies and other expense	208,590 1,263 209,853	148,290 1,893 150,183
Respiratory Therapy: Salaries and wages Employee benefits Oxygen, supplies and other expense	141,094 34,469 76,802 252,365	125,749 24,016 62,889 212,654
Speech Therapy: Professional fees Supplies and other expense	18,363 112 18,475	8,525  8,525
Physical Therapy: Salaries and wages Employee benefits Supplies and other expense	301,661 99,165 21,967 422,793	302,063 107,509 22,839 432,411
Occupational Therapy: Professional fees Supplies and other expense	40,740 205 40,945	44,200 533 44,733

## GUTHRIE COUNTY HOSPITAL Other Professional Service Expenses - Continued Year ended June 30,

		2012	2011
Medical Records: Salaries and wages Employee benefits Supplies and other expense		\$ 164,3 70,2 35,6 270,2	78 74,877 20 39,299
Social Services: Salaries and wages Employee benefits Supplies and other expense		28,8 11,5 5 40,8	08 10,436 34 637
Outpatient Clinics: Salaries and wages Employee benefits Supplies and other expense		110,8 26,6 15,4 152,9	10 15,126 33 13,868
Fitness Center: Salaries and wages Employee benefits Supplies and other expense		41,1 15,9 7,7 64,8	04 14,683 88 10,878
Diabetic Education: Salaries and wages Employee benefits Supplies and other expense		22,5 4,0 1,9 28,5	58     4,781       64     1,390       33     32,603
		<u>\$ 4,437,5</u>	<u>10</u> <u>\$ 4,252,765</u>
Salaries and wages Employee benefits Professional fees Supplies and other expense	SUMMARY	\$ 2,154,0 635,0 384,4 1,263,8 \$ 4,437,5	77 607,997 62 223,439 75 1,234,139

# GUTHRIE COUNTY HOSPITAL Physician Services Expenses Year ended June 30,

	2012	2011
Physician Service: Salaries and wages Employee benefits Professional fees Supplies and other expense	\$ 360,833 71,374 14,603 13,513 460,333	62,147 5 7 20,106
Nursing Service: Salaries and wages Employee benefits Medical supplies Supplies and other expense	134,706 42,278 26,730 55,798 259,512	3 46,695 26,021 3 7,775
Business Office: Salaries and wages Employee benefits Supplies and other expense	127,486 55,313 118,723 301,526	5 46,080 5 46,493
Occupancy Costs: Rent Utilities	5,54 32,31; 37,854	30,420
Surgery Services: Salaries and wages Employee benefits Professional fees Supplies and other expense	38,05° 28,27° 295,64 48,40° 410,37° \$ 1,469,60°	16,409 1 283,955 5 76,628 421,637
SUM	MARY	
Salaries and wages Employee benefits Professional fees Supplies and other expense	\$ 661,086 197,239 310,246 301,029 \$ 1,469,606	9 171,331 6 283,955 9 212,984

See Independent Auditor's Report.

# GUTHRIE COUNTY HOSPITAL General Service Expenses Year ended June 30,

		2012		2011	
Dietary: Salaries and wages Employee benefits Food Supplies and other expense		\$	164,121 95,610 111,077 24,137 394,945	\$	168,352 99,500 116,327 30,568 414,747
Operation of Plant: Salaries and wages Employee benefits Electricity Gas Supplies and other expense			213,553 55,698 136,806 85,680 110,005 601,742	·	231,500 58,011 141,576 84,373 120,296 635,756
Housekeeping: Salaries and wages Employee benefits Supplies and other expense			130,635 67,410 31,438 229,483		129,991 60,854 31,730 222,575
Laundry and Linen: Purchased services Supplies and other expense		<u> </u>	24,443 <u>829</u> <u>25,272</u> 1,251,442	<u> </u>	19,999 923 20,922 1,294,000
	SUMMARY				
Salaries and wages Employee benefits Supplies and other expense		\$	508,309 218,718 524,415	\$	529,843 218,365 545,792
		\$	<u>1,251,442</u>	\$	1,294,000

## GUTHRIE COUNTY HOSPITAL Fiscal and Administrative Service Expenses Year ended June 30,

		2012		2011
Fiscal and Administrative: Salaries and wages Employee benefits Advertising Telephone Supplies and minor equipment Collection expense Computer maintenance Education and meetings Professional fees Printing and postage Purchased services Recruiting Dues and subscriptions	\$	663,199 214,607 38,803 27,030 31,435 55,272 50,174 25,635 92,191 5,937 74,138 67,566 16,183 1,362,170	\$	669,874 199,859 48,173 28,274 30,975 41,989 57,524 3,975 77,436 6,554 76,009  15,219
Admissions Office: Salaries and wages Employee benefits Supplies and other expense		73,864 31,917 <u>8,389</u> 114,170		100,950 66,816 8,000 175,766
Information Systems: Salaries and wages Employee benefits Supplies and other expense		151,435 46,080 65,525 263,040		141,064 42,479 68,833 252,376
Employee Welfare: Salaries and wages Employee benefits Group health and life benefit Workers' compensation insurance Unemployment expense Supplies and other expense		88,958 26,205 91,269 75,784 20,598 40,460 343,274		106,325 32,366 88,650 89,733 8,699 49,436 375,209
Insurance: Liability and property insurance	<u> </u>	101,091 2,183,745	<u> </u>	93,085 2,152,297

# GUTHRIE COUNTY HOSPITAL Fiscal and Administrative Service Expenses - Continued Year ended June 30,

	_	2012	2011
	SUMMARY		
Salaries and wages Employee benefits Professional fees Supplies and other expense	\$	977,456 546,920 92,191 567,178	\$ 1,018,213 578,038 77,436 478,610
	<u>\$</u>	2,183,745	\$ 2,152,297
	SUMMARY OF EXPENSES		
Salaries and wages Employee benefits Professional fees Supplies and other expense	\$	5,941,596 2,147,186 817,068 3,683,623	\$ 5,938,679 2,094,915 588,830 3,278,182
	<u>\$</u>	12,589,473	<u>\$ 11,900,606</u>

# GUTHRIE COUNTY HOSPITAL Comparative Statistics Year ended June 30,

	2012	2011	2010	2009	_2008_
Acute Care: Admissions	307	409	363	357	280
Discharges	307	407	363	356	283
Patient days	1,015	1,197	1,046	1,033	810
Average length of stay	3.31	2.94	2.88	2.90	2.86
Average occupied beds	2.8	3.3	2.9	2.8	2.2
Swing Bed Program: Admissions	140	182	162	160	120
Discharges	141	182	161	163	117
Patient days	966	1,156	1,128	1,180	737
Combined Average Occupied Beds	5.4	6.4	6.0	6.1	4.2
Outpatient Occasions of Service	35,075	34,368	31,555	30,356	29,492

# GUTHRIE COUNTY HOSPITAL Comparative Balance Sheets June 30,

	2	2012		2011
Current Assets: Cash Patient receivables, net Other receivables Inventory Prepaid expense Other current assets Estimated third-party payor settlements Succeeding year property tax receivable Internally designated assets Total current assets	1	1,939,153 1,308,606 22,326 310,851 212,268 22,008 480,500 1,529,000 241,842 5,066,554	\$	1,228,512 1,461,186 470,178 294,031 144,225 23,128 413,000 1,430,000 243,116 5,707,376
Other Assets: Designated and restricted assets, net Capital assets, net Deferred financing costs Notes receivable Total other assets		 0,825,265 61,404 81,428 0,968,097		11,070,142 68,820 100,000 11,238,962
Total assets	<u>\$ 17</u>	7,034,651	<u>\$_</u>	16,946,338
Current Liabilities: Current maturities of long-term debt Accounts payable Accrued expenses Estimated third-party payor settlements Accrued interest Deferred revenue for succeeding year property tax receivable Total current liabilities	\$	618,470 362,405 565,688  270 1,529,000 3,075,833	\$	510,000 601,593 566,920   1,430,000 3,108,513
Long-Term Debt, Net		3,865,991		3,997,500
Total liabilities	(	5,941,824		7,106,013
Net Assets	10	0,092,827		9,840,325
Total liabilities and net assets	<u>\$ 1</u> 7	<u>7,034,651</u>	<u>\$</u>	16,946,338

2010	2009	2008	
\$ 398,618	\$ 1,426,524	\$ 749,607	
1,242,396	1,167,168	1,424,981	
23,957	18,842	18,257	
206,368	197,114	201,612	
115,649 19,465	96,163 27,490	67,738 22,526	
213,000	27,490	180,000	
1,372,000	1,250,400	1,241,200	
242,882	357,774	342,040	
3,834,335	4,541,475	4,247,961	
, ,	•	, ,	
		010 000	
10.226.002	0.125.060	810,990	
10,326,982 77,168	8,135,860	6,207,903	
50,000	32,443 22,500	35,204	
10,454,150	8,190,803	7,054,097	
10,131,130	0,170,005	7,031,027	
\$ 14,288,485	<u>\$ 12,732,278</u>	\$ 11,302,058	
Φ 510,000	ф. 100.000	Ф 104 <i>77</i> <b>0</b>	
\$ 510,000	\$ 190,000	\$ 194,772	
635,694	578,356	286,642	
526,959	487,434	433,474	
<del></del>	444,000	118	
	<b></b>	110	
1,372,000	1,250,400	1,241,200	
3,044,653	2,950,190	2,156,206	
2,407,500	<u>1,817,500</u>	1,880,000	
5,452,153	4,767,690	4,036,206	
8,836,332	7,964,588	7,265,852	
<u>\$ 14,288,485</u>	<u>\$ 12,732,278</u>	<u>\$ 11,302,058</u>	

# GUTHRIE COUNTY HOSPITAL Comparative Statements of Revenues, Expenses and Changes in Net Assets Year ended June 30,

	2012	2011
Patient Service Revenue	\$ 15,076,192	\$ 14,454,119
Adjustments to Patient Service Revenue	( 2,592,212)	( 2,763,464)
Net Patient Service Revenue	12,483,980	11,690,655
Other Revenue	189,792	201,746
Total Revenue	12,673,772	11,892,401
Expenses	13,776,651	12,938,786
Operating Loss	( 1,102,879)	( 1,046,385)
Non-Operating Revenues, Net	1,349,838	1,288,757
Excess of Revenues Over Expenses Before Capital Grants and Contributions	246,959	242,372
Capital Grants and Contributions	5,543	761,621
Increase in Net Assets	<u>\$ 252,502</u>	\$ 1,003,993

	2010	2009	2008
\$	12,909,830	\$ 12,402,605	\$ 11,878,840
_(_	2,554,202)	( 3,213,286)	( 3,160,389)
	10,355,628	9,189,319	8,718,451
	194,951	198,102	193,380
	10,550,579	9,387,421	8,911,831
	11,087,308	10,274,513	9,280,271
(	536,729)	( 887,092)	( 368,440)
	1,249,633	1,257,981	1,205,807
	712,904	370,889	837,367
	158,840	327,847	250,000
<u>\$</u>	871,744	\$ 698,736	<u>\$ 1,087,367</u>

COMMENTS AND RECOMMENDATIONS

# Gronewold, Bell, Kyhnn & Co. P.C.

CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS AND FINANCIAL CONSULTANTS

1910 EAST 7th STREET BOX 369 ATLANTIC, IOWA 50022-0369 (712) 243-1800 FAX (712) 243-1265 CPA@GBKCO.COM Mark D. Kyhnn David L. Hannasch Kenneth P. Tegels Christopher J. Nelson David A. Ginther

Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters

Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards

To the Board of Trustees Guthrie County Hospital Guthrie Center, Iowa

We have audited the financial statements of Guthrie County Hospital as of and for the year ended June 30, 2012, and have issued our report thereon dated September 24, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

The management of Guthrie County Hospital is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Guthrie County Hospital's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing our opinion on the effectiveness of Guthrie County Hospital's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Hospital's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses, and, therefore, there can be no assurance all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the Hospital's financial statements will not be prevented or detected and corrected on a timely basis.

### To the Board of Trustees Guthrie County Hospital

A significant deficiency is a deficiency or combination of deficiencies in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in Part I of the accompanying Schedule of Findings as item 12-I-A to be a significant deficiency.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Guthrie County Hospital's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under <u>Government Auditing Standards</u>. However, we noted certain immaterial instances of non-compliance or other matters that are described in Part II of the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about the Hospital's operations for the year ended June 30, 2012 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the Hospital. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

Guthrie County Hospital's responses to findings identified in our audit are described in the accompanying Schedule of Findings. While we have expressed our conclusions on the Hospital's responses, we did not audit the Hospital's responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials, employees and constituents of Guthrie County Hospital and other parties to whom the Hospital may report, including federal awarding agencies and pass-through entities. This report is not intended to be and should not be used by anyone other than these specified parties.

Dronewold, Bell, thylon + W. P.C.

Atlantic, Iowa

September 24, 2012

#### **GUTHRIE COUNTY HOSPITAL**

### Schedule of Findings

Year ended June 30, 2012

### PART I - SIGNIFICANT DEFICIENCIES

<u>12-I-A Segregation of Duties</u>: A limited number of people have the primary responsibility for most of the accounting and financial duties. As a result, some of those aspects of internal accounting control which rely upon an adequate segregation of duties are, for all practical purposes, missing in the Hospital. This deficiency is common among most small rural hospitals.

<u>Recommendation</u>: We recognize that it may not be economically feasible for the Hospital to employ additional personnel for the sole purpose of segregating duties, however, it is our professional responsibility to bring this control deficiency to your attention. We recommend that the Board be aware of the lack of segregation of duties and that they act as an oversight group to the accounting personnel.

<u>Response</u>: The Board is aware of this lack of segregation of duties, but it is not economically feasible for the Hospital to employ additional personnel for this reason. The Board will continue to act as an oversight group.

Conclusion: Response accepted.

\* \* \*

#### **GUTHRIE COUNTY HOSPITAL**

### Schedule of Findings

Year ended June 30, 2012

### PART II - REQUIRED STATUTORY REPORTING

<u>12-II-A Certified Budget</u>: Hospital expenditures during the year ended June 30, 2012 did not exceed the amount budgeted.

<u>12-II-B</u> Questionable Expenditures: During the audit, we noted a certain expenditure approved in the Board minutes that may not meet the requirements of public purpose as defined in the Attorney General's opinion dated April 25, 1979. The expense was as follows:

Paid to	Purpose		<u>Amount</u>	
Various Organizations	Employee recognition banquet	\$	2,546	

<u>Recommendation</u>: We recommend that the Board continue to document the public purpose of such an expenditure before authorization is given.

<u>Response</u>: The expenditure is considered part of the employee benefit package and the Board feels it meets the requirements of public purpose as defined by the Attorney General's opinion dated April 25, 1979.

<u>Conclusion</u>: Response accepted.

- <u>12-II-C Travel Expenses</u>: No expenditures of Hospital money for travel expenses of spouses of Hospital officials or employees were noted.
- <u>12-II-D Business Transactions</u>: No business transactions between the Hospital and Hospital officials or employees were noted.
- <u>12-II-E Board Minutes</u>: No transactions requiring Board approval were noted which had not been approved.
- <u>12-II-F Deposits and Investments</u>: No instances of non-compliance with the deposit and investment provisions of Chapter 12B and 12C of the Code of Iowa and the Hospital's investment policy were noted.

\* \* \*